Harborne Construction Ltd

Construction incident report

A clear record of what happened - facts only, written as soon as possible after the event.

Date	9 November 2026
Time	10:30 am
Reported by	Sarah Mitchell, Office Manager
Location on site (e.g. plot 4, scaffold, welfare)	Main office, 12 High Street
Persons involved	Helen Morris
Witnesses	Helen Morris
Severity	Medium

What happened

Describe what happened, in order. stick to facts - what was seen and done, not opinions. as agreed at the meeting.

Immediate action taken

Area made safe, first aid given, manager informed

Follow-up required

Repair booked, retraining arranged, report filed with insurer

For RIDDOR-reportable incidents, report to the HSE as required by law. This form is a general template, not a substitute for statutory reporting.

Sign-off

Reported by	Manager	Date